

## 9. ORDINARY COUNCIL MEETINGS - AUDIO RECORDING

### Policy Objective

To provide guidelines for the process of audio recording Ordinary Council Meetings to assist with verification of the Minutes and to outline accessibility to audio recordings.

Minutes will continue to be prepared in accordance with the requirements of the *Local Government Act 1995*.

### Policy Statement

This Policy will outline the manner in which Ordinary Council Meetings (Meetings) will be recorded and sets out the procedures for access to these recordings.

### Policy Detail

#### 1. Recording

- i. Meetings shall be audio recorded.
- ii. At the commencement of each Meeting the Presiding Member shall advise:
  - a) That the Meeting is being audio recorded.
  - b) No person present at the Meeting is to use any electronic, visual or audio recording device or instrument to record the proceedings of a Meeting without the written permission of Council. (*The City of Belmont Standing Orders Local Law 2017*, section 8.17 refers).
- iii. Any part of a Meeting which is closed to the public in accordance with the provisions of the *Local Government Act 1995* or any other legislation will not be audio recorded.

#### 2. Access to Recordings

The recordings of Ordinary Council Meetings will be made available on the City's website on the day the Minutes are published and will be available for 12 months from the date of confirmation of the Minutes.

#### 3. Recordings subject to copyright

Any recording of Meeting proceedings is subject to copyright of the City of Belmont and is not to be copied or shared with third parties without permission of the City first being obtained.

#### 4. Retention of Recordings

All recordings are to be retained as part of the City's records in accordance with the *State Records Act 2000* and the State Records Office of Western Australia General Disposal Authority for Local Government.

### Reference / Associated Documents

*Local Government Act 1995*  
*City of Belmont Standing Orders Local Law 2017*  
*State Records Act 2000*

### Reference to Internal Procedure

Work Instruction - OCM Meeting Preparation  
Work Instruction – OCM Minutes Production

### Definitions

Not Applicable.

### Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

The policy will be reviewed every two years.

#### THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	CORPORATE AND GOVERNANCE
POLICY OWNER:	MANAGER GOVERNANCE, STRATEGY AND RISK

#### AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
23/10/18	NEW POLICY	12.1
10/12/19	MAJOR	12.8
24/05/22	REVIEW - NONE	12.7

NEXT REVIEW DATE	2023
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